Campbell, Colin Graham (Superintendent of Buildings and Grounds) Oct. 1919 - June 1920

(068)

(13) The purchase of all apparatus and supplies required for the use of the University and University College or of any faculty or department thereof, except those for the Library, shall be made through the Superintendent, who shall examine and certify to the correctness of all accounts for such purchases before payment thereof by the Bursar.

(14) Purchases of apparatus or supplies for the use of any faculty or department shall be made only after consultation with, and subject to the approval of the Dean of the Faculty or Head of the Department by or for the use of which such apparatus or supplies are required.

(15) It shall be the duty of the Superintendent to keep and maintain a supply of stationery for the general use of the University and University College.

(16) Proper books shall be kept by the Superintendent, in which shall be recorded the transactions and accounts relating to his department.

(17) The Superintendent shall perform such other duties as may be assigned to him by the Board or by the Property Committee.

THE SUPERINTENDENT.

(By-Law adopted 28th March, 1907.)

(1) There shall be a Superintendent of Buildings and Grounds who shall be the resident executive officer of the Property Committee.

(2) He shall, under the direction of the Property Committee, have the supervision and charge of the real property of the University and University College, and shall be responsible for the proper care and maintenance thereof.

(3) He shall also have, under the like direction, the supervision and charge of, and be responsible for the proper care and maintenance of the personal property of the University and University College, except the securities and funds, and the apparatus and specimens of the several departments of instruction, and of the Museums, and the books in the Library.

(4) He shall, subject to the supervision and direction of the Property Committee, have the charge of all repairs to the buildings and grounds (including the roads and sidewalks therein) of the University and University College, and shall be responsible for keeping them in repair and in good order and condition.

(5) All requests for repairs or work of any kind shall be made to him in writing, and be signed by the person making the request, upon blanks which shall be provided by the Superintendent for the purpose, and he shall enter such requests in a book, with the date of the receipt by him of the request, the action taken upon it and the date of such action.

(6) He shall make no alteration in any building or in any part of the grounds without the consent of the Property Committee.

(7) No alteration shall be made in any building by any one except under the direction of the Superintendent.

(8) The Superintendent shall have, subject to the supervision and direction of the Property Committee, sole charge and responsibility for the lighting and heating apparatus, and when authorized so to do by the Property Committee, shall make all contracts for lighting and power and the purchase of coal and other fuel, and shall also have sole charge and management of the water supply, and before the same are paid shall examine and certify to the correctness of all accounts for labour and materials in his department, and when authorized as aforesaid, shall make all contracts for work to be done on the buildings and grounds, except for new buildings.

(9) He shall, under and subject to the direction of the President, have the employment, oversight and control of all servants of the University and University College.

(10) He shall keep under constant inspection the buildings and grounds, including the roads and sidewalks, and be responsible for keeping the grounds in good order and for keeping clean and in good repair the rooms, entries, cellars, roofs and every part of the buildings and the roads and sidewalks, and for the prompt removal of snow whenever necessary.

(11) Whenever any dereliction of duty on the part of any employee under his control is reported to him by the President of the University, the Principal of University College, or the Head of any of the federated Universities or Colleges, or by any of the teaching staff, or any officer of any of the said bodies, or by a student or other person, he shall promptly examine into the matter and take such action thereon as may be proper.

(12) He shall, at least one month before the first day of July in each year, prepare and submit to the Governors of the University a written estimate in detail of all expenditures which in his judgment will require to be made in his department during the ensuing academic year.

UNIVERSITY OF TORONTO
PRESIDENT'S OFFICE

MEMORANDUM FOR

March 23 1918

Mr. Campbell

Will you please return the enclosed and speak to the President about it?

L. W. Patterson

Secty.

TO THE PRESIDENT,

UNIVERSITY OF TORONTO.

We, the undersigned women graduates at the Faculty of Education, present for your kind and thoughtful consideration the following facts relative to the course in swimming:

First:

The accommodation has been quite inadequate. There are only three hair-drying machines for over fifty students. From fifteen to thirty minutes are required by each to dry her hair. Therefore, if each machine were kept running from nine o'clock in the morning until the building closes at noon, there would not even be sufficient time for drying the hair without allowing any for the instruction in swimming. As a result of this, the students have had to go without their hair being properly dried, and it has even been frozen stiff before reaching home.

Second:

Also, the building and dressing-rooms are not sufficiently heated for disrobing and walking barefoot on the cold cement floors. The water, too, is often so cold as to chill many of the students thus preventing them from remaining in the pool long enough to benefit from the instruction. The temperature is regulated by a thermometer hung against a heated wall at the warmer end of the tank where the water is too deep for any but experienced swimmers.

Third:

Owing to the press of work at the Faculty of Education, Saturday morning is the only available time for the class in swimming. This means that a week elapses between lessons, thus rendering progress practically impossible, according to the opinion of the instructor.

Fourth:

Since our course is not completed until June, we feel that, in justice to us, our swimming instructor should remain till then, instead of closing his classes at the end of March.

Isobel M. Cassidy
Edith C. Findlay
E. Isabel Fowler
Gladys G. Bond
A. Mayone Gillies
Florence H. Irwin
Ruth McEown
Alice M. Hamill
Sybel M. Kendall.
Alice M. Lewis.
E. Winnifred Mason.
Grace Morgan
Lola K. Mitchell
Edna W. Park.
Frances Ross
M. E. Hately
Katherine R. Steele.
Muriel Stillwell
Helen E. Wigham.
G. Evelyn Williams
Gertrude E. Millar
Mary M. Elliot
S. Crawforth.
Hilda Carmichers.
K Davidson
M. Isabel Kennedy.
Ada E. Shaw.
Laura A. Foster
Robin M. P. Dickson.
Agnes W. Campbell
Laura W. Darby.

Freda M. Stanbury.
Violet G. Carrie
Helen R. H. Foreman.
Leila B. Maxwell
Helen Mullins
Claire M. Smyth.
Marion Smith
Ettie Flanagan
Muriel A. Sendra
Jessie H. Ridout.
N. Naughton
M Chappell

October 16th, 1919

The Superintendent,

University of Toronto.

Dear Mr. Campbell:

I was instructed by the Board of Governors at its last meeting to ask you to have the two paintings of the University Coat-of-Arms and the enlarged photographs of the Royal Warrants suitably framed so that they may be kept safely in the University.

Sir Edmund Walker says that Mr. MacKenzie on King Street has a special back prepared which will keep the dust out.

Will you be kind enough to look into this matter, and advise,

Yours sincerely,

President.

REPLY TO BE ADDRESSED TO
SUPERINTENDENT

University of Toronto
TORONTO, CANADA

614

October 27th, 1919.

The President,

University of Toronto.

Dear Sir;

One of the policemen reports as under, under date of Friday, October 24th.

"3.15 p.m. - G. E. Wilcocks, 2nd year Arts, went under fence and was in the act of crossing Front Campus from corner in front of S.P.S. Building when stopped by Constable May. He had gone out a few feet when stopped."

Yours faithfully,

Graham Lambert

Superintendent.

ADL.ME.

REPLY TO BE ADDRESSED TO
SUPERINTENDENT

University of Toronto
TORONTO, CANADA

2 5 3 a

December 10th, 1919.

The Governors of the ,

University of Toronto.

Gentlemen;

We beg to submit the following report on the work carried out by the Superintendent's Office during the twelve months ending June 30th, 1919.

BUILDINGS

Although the Armistice brought a near prospect of peace and a consequent return to more normal conditions, the greatest economy has been exercised during the year. As this practice has been carried out during the last five years, there will be a consequent increase in the annual expenditure and a necessary addition to the appropriations granted, owing to the great increase in the cost of labour and material.

Much activity is anticipated during the coming twelve months owing to the necessary alterations that will be required to fit up #1 Queen's Park, #71, #92 and #94 St. George Street, as Departmental Buildings and Students Residences, and the alterations in the west wing of the Main Building which will be vacated by several of the student organizations, due to the opening of Hart House.

Satisfactory arrangements were made with the Imperial Munitions Board, the Canadian Army Medical Corps and the other organizations using the University Buildings, and all the accounts incurred by them have been settled except for the heating of Hart House up till last March for the Canadian Army Medical Corps.

GROUNDS

A new road approaching Hart House from the east, has been made, and the grading and seeding will be proceeded with as soon as the workmen make this possible.

It is proposed to grade, fertilize and seed the front lawn this Autumn, with the hope that it will be available for playing on by October 1920.

DOMESTIC TELEPHONES

Last year we reported that the Massey Foundation has provided an Automatic System of Telephones for Hart House. As it was not found necessary to install the instruments, permission was obtained to make temporary use of them in several of the offices of the University. The result proved so satisfactory (as many as 67 messages passing through the switchboard from eighteen telephones per day) that an increase in the capacity of the switchboard was decided upon and a sufficient number of applications were received to fill up all available lines.

CENTRAL HEATING PLANT

Owing to a decrease in the cost of coal, from $9.03 to $7.72 per ton, an improvement has been shown in the cost of operating, the charge per square foot of radiation being reduced from 44 to 37 cents. A further reduction is anticipated for the season of 1919-20.

For the last two years, our supply of coal for the season has been stored on University grounds, thus saving any extra charges, but with the probability of Trinity College beginning building operations in the Spring, it will be necessary to seek another location. We expect to report on this matter at an early date.

We also expect shortly to report on the subject of an increase in the Power House which will be necessary owing to the new Electrical and Anatomical Buildings being proceeded with. At the present moment the Plant is being used to it's utmost capacity and if any accident should happen to one of the boilers, the results would be very inconvenient as far as the heating is concerned. Our lighting load has also increased very largely during the last twelve months and it will be necessary, when this matter is taken up, to consider an increase in the generating system.

The Comparative Tables for the year 1917-18 and 1918-19 are appended.

All of which is respectfully submitted.

Graham Lawson & Bell

G. D. McPan

SUPERINTENDENTS.

P O W E R H O U S E

F U E L

	1917-18	1918-19
Maximum daily consumption	72 tons	58 tons
Maximum weekly consumption	440 "	392 "
Average daily consumption;		
Sept. 25th to Oct. 31st	16.9 tons	17 tons
November	33.2 "	31 "
December	52.0 "	37 "
January	56.9 "	41 "
February	51.6 "	42 "
March	33.2 "	39 "
April	28.5 "	37 "
May	11.0 "	16 "
TOTAL CONSUMPTION	8575.095 tons	7933.990 tons
COST	$77,476.81	$61,287.51
LOAD IN SQ. FT. OF RADIATION	210,268	215,234

T E M P E R A T U R E S

On basis of average taken from 1840-1898.

	1917-18			1918-19		
October	44°.6	2.0 below	avg.	51°.4	4.8 above	avg.
November	34°.6	1.5 "	"	42°.0	6.0 "	"
December	19°.5	6.6 "	"	31°.3	5.1 "	"
January	13°.2	8.6 "	"	29°.3	7.4 "	"
February	21°.1	1.4 "	"	28°.3	6.1 "	"
March	33°.6	4.9 above	"	33°.8	5.1 "	"
April	43°.6	2.5 "	"	42°.5	1.4 "	"
May	57°.1	4.7 "	"	55°.2	2.8 "	"
Yearly Average		.10 below	"		.48 above	"

1917-18

Convocation Hall was temporarily closed from February 7th to April 2nd. The Museum was temporarily closed from February 2nd to March 18th. The buildings were closed by request of the Fuel Controller, February 9th, 10th and 11th.

DISTRIBUTION OF COST

BUILDINGS	1917-18 Square feet of radiation in buildings	1917-18 Percentage Charge	1918-19 Square feet of radiation in buildings	1918-19 Percentage CHarge	1917-18 LIGHT	1917-18 HEAT	1918-19 LIGHT	1918-19 HEAT
MAIN	12,952	8,619	12,952	8,676	$390.38	$7372.49	$373.06	$6229.60
GYMNASIUM					$ 65.35		$133.00	
HART HOUSE	15,329	5,424	18,861	6,343	$352.58	$4639.56	$350.00	$4554.45
LIBRARY)	10,865	4,384	10,865	4,581	$ 68.52	$3612.47	$ 44.80	$3170.28
UNIVERSITY PRESS)					$300.00	$ 92.50	$ 300.00	$ 80.00
STUDENTS BOOK DEPT.)					$ 2.10	$ 45.00	$ 2.10	$ 39.00
MEDICAL	7,328	3,992	7,498	3,949	$391.92	$3414.66	$809.30	$2835.49
BIOLOGICAL	8,271	3,252	8,271	3,312	$200.74	$2781.69	$ 95.82	$2378.11
ENGINEERING)	9,418	3,953	9,453	3,730	$391.26	$3381.30	$313.92	$2678.24
ELECTRICAL)					$642.42		$437.10	
THERMODYNAMICS	5,416	2,366	5,236	1,915	$ 76.14	$2023.82	$ 70.50	$1375.02
OBSERVATORY	674	.299	674	.287	$ 25.89	$ 255.76	$ 15.00	$ 206.07
MINING)	13,881	6.840	14,520	7.258	$629.88	$5850.78	$596.62	$5211.44
FURNACE)					$ 34.86		$120.66	
MILLING)					$ 37.40		$ 26.20	
CHEMICAL	6,635	3.207	6,635	3.296	$102.54	$2743.19	$107.60	$2366.62
PHYSICS	19,648	6.864	20,648	6.202	$517.58	$5871.30	$725.28	$4453.20
CONVOCATION	6,689	2.506	6,689	3.132	$ 37.60	$2143.57	$ 17.50	$2248.86
MEN'S RESIDENCES	9,336	5.717	9,336	5.777	$363.24	$4890.19	$314.96	$4148.04
#4 QUEEN'S PARK					$ 81.02		$ 65.00	
#184 COLLEGE STREET					$ 29.26		$ 30.00	
UNIV.COL.WOM.UNION					$ 28.47		$ 9.12	
HOUSEHOLD SCIENCE	10,137	5.448	10,137	4.504	$140.88	$4660.09	$140.16	$3233.99
MUSEUM	17,183	5.270	17,231	5.980	$100.36	$4507.83	$ 95.20	$4293.80
SOCIAL SERVICE					$ 6.66		$ 7.28	
GROUNDS					$250.00		$250.00	
WYCLIFFE COLLEGE	12,371	8.018	12,371	6.849	$312.20	$6858.41	$257.80	$4917.77
VICTORIA COLLEGE	9,028	3.822	9,028	4.297	$130.92	$3269.25	$117.42	$3085.36
VICTORIA COL.LIB.	4,021	1.613	4,021	1.523	$ 28.62	$1379.72	$ 8.64	$1093.55
ANNESLEY HALL	4,274	2.938	4,274	3.037	$114.98	$2513.10	$149.36	$2180.65
BURWASH HALL	8,377	6.134	8,377	5.726	$430.06	$5246.88	$341.62	$4111.42
BURWASH DINING HALL					$325.82		$202.28	
KNOX COLLEGE	18,435	9.334	18,157	9.626	$219.80	$7984.08	$332.20	$6911.73
#100 Queen's Park							$ 58.14	
	210,268	100.000	215,234	100,000	$6829.45	$85537.64	$6917.64	$71802.69

University of Toronto,
SUPERINTENDENT'S OFFICE,

January 22nd 1920. 19

MEMORANDUM FOR

Mr. G. Campbell.

The Customs Department through Mr. Mogan, Corner of King & Duncan Sts., Toronto, telephoned to this office yesterday stating that they are in receipt of a letter from the customs department at Ottawa to the effect that the department at Ottawa seem to think that the material cleared through the customs last November and December for Hart House Theatre is more for the equipment of Hart House as a fraternity and not for educational purposes. They desire a statement to the effect that the material is being used for educational purposes and not really equipment for a fraternity.

January 22nd, 1920

Graham Campbell, Esq.,
Superintendent of Grounds and Buildings,
University of Toronto.

Dear Mr. Campbell:

In regard to your statement to me that word had been received from the Customs Department at Ottawa to the effect that they were of opinion that the material cleared through the Customs last November and December for Hart House Theatre is more for the equipment of Hart House as a fraternity and not for and not for educational purposes, I wish to state that this is quite a misapprehension. The Hart House is under the direction of the Players Club of the University of Toronto, which is a dramatic organization entirely for the purpose of doing educative work in regard to the production of the drama. No fraternity has anything whatever to do with Hart House or any part of Hart House. We regard the theatre as a distinct part of the educational life of the place.

Yours sincerely,

President.

COPY.

UNIVERSITY OF TORONTO

PRESIDENT'S OFFICE.

January 22nd 1920.

Graham Campbell, Esq:,

Superintendent of Grounds & Buildings,

University of Toronto.

Dear Mr. Campbell:

In regard to your statement to me that word had been received from the Customs Department at Ottawa to the effect that they were of opinion that the material cleared through the Customs last November and December for Hart House Theatre is more for the equipment of Hart House as a fraternity and not for educational purposes, I wish to state that this is quite a misapprehension. The Hart House Theatre is under the direction of the Players Club of the University of Toronto, which is a dramatic organisation entirely for the purpose of doing educative work in regard to the production of the drama. No fraternity has anything whatever to do with Hart House or any part of Hart House. We regard the theatre as a distinct part of the educational life of the place.

Yours sincerely,

(Signed) R.A.Falconer.

President.

COPY

CUSTOMS CANADA.

Port of TORONTO, March 12th 1920.

Graham Campbell, Esq:,

Supt. University of Toronto,

City.

Dear Sir:

You have no doubt received by this time, notice to amend entries #39897, 42263 and 60105C covering shipments of material to be used in Hart House.

None of these shipments are intitled to free entry, according to ruling by the Department at Ottawa. I might state that tariff item 696, in connection with Philosophical and Scientific Apparatus, etc. does not admit such articles as free unless they are suitable peculiarly for and to be used in the illustration or teaching of scientific principles in the place of instruction, or for prosecuting scientific research or in making chemical analysis.

There may be other entries which you have entered free in error, If so, you will receive notice to amend in due course.

Yours truly,

(Signed) J.H.Bertram

Collector of Customs.

249

March 15th, 1920

Dear Sir:

On October 30th, 1913, by the authority of the Board of Governors I issued a circular to the heads of departments calling attention to the Bye-Laws under which the Superintendent has been working since his appointment. A Committee of the Board of Governors had considered whether after the experience of six years any modifications of these Bye-Laws should be made and the decision of the Board with regard to the ordering of supplies was to the following effect:

To avoid unnecessary delay in the procuring of supplies that are required because of an emergency the Bursar is instructed to give some greater latitude as to the amount allowed for any one purchase in the Petty Cash account.

The Board has considered the difficulty which arises in cases of bona fide emergency when it seems necessary for the head of the department to order the supply by telephone or messenger. The Superintendent is authorised to confirm such orders when satisfied that an emergency exists, but the Property shall decide all questions which may arise respecting the meaning or carrying out of this regulation.

The Superintendent has informed the Board that the regulations with regard to the purchase of all apparatus and supplies through his office has recently been infringed by many members of the staff and that he has been asked to certify to confirming orders which could in no wise be regarded as due to cases of emergency. The Board desires that the regulation shall be adhered to and that these confirmatory orders shall be reduced to a minimum and confined to cases of bona fide emergencies.

Yours sincerely,

President.

REPLY TO BE ADDRESSED TO
SUPERINTENDENT

University of Toronto
TORONTO, CANADA

350

March 20th, 1920.

The President,

University of Toronto.

Dear Sir;

I am in receipt of a letter from the Collector of Customs, copy of which is attached, pointing out the necessity for the University amending entries for material imported for Hart House Theatre, covering such things as lenses, bordered lights, pin connectors, stage curtains, dimmers, music stands and floor cloths.

You will probably remember that, early in January, I discussed this matter with you and you wrote me a letter which I filed with the Collector of Customs, pointing out that the Theatre is used for educational purposes, and that you regarded it as a distinct part of the educational life of the University. It would appear to me under these circumstances, that the Customs Authorities would have been justified in admitting the articles mentioned above, free of duty, but evidently they have decided otherwise.

Would it be possible for you to take up the whole matter with the Commissioner in Ottawa, Mr. R. R. Farrow, with the hope that he may see the matter from a different light?

Yours faithfully,

Graham Laughton

Superintendent.

GC/ME.

REPLY TO BE ADDRESSED TO
SUPERINTENDENT

University of Toronto
TORONTO, CANADA

2380

April 12th, 1920.

The President,

University of Toronto,

Toronto.

Dear Sir;

I am sending you copy of the confirming orders which have been reported to the Property Committee from time to time since December 16th and also a summary covering the details from that date to April 12th. Some of the Departments are very serious offenders, while others might easily be overlooked, but the summary will indicate fully where the system is falling down.

Yours faithfully,

Graham Lambert

Superintendent.

GC/ME.

2386

SUPERINTENDENT'S OFFICE APRIL 12TH, 1920

SUMMARY OF CONFIRMING ORDERS REPORTED TO DATE TO THE PROPERTY COMMITTEE

NAME OF DEPARTMENT	AMOUNT
Physics	$2024.15
Hygiene	$ 889.73
Registrar's Office	$ 345.90
Athletics	$ 295.59
Chemistry	$ 183.75
Surveying	$ 125.17
Psychology	$ 89.28
Medicine	$ 78.90
Pathology	$ 55.00
Social Service	$ 59.40
Biochemistry	$ 56.04
Engineering Research	$ 29.80
Women's Athletic Association	$ 25.00
Biology	$ 21.70
Physiology	$ 16.25
Dental Research	$ 13.83
Botany	$ 13.50
Mining Engineering	$ 12.00
Mechanics	$ 10.00
Zymology	$ 5.00
Electrochemistry	$ 3.98
Pathological Chemistry	$ 3.75
Forestry	$ 2.19
Applied Mechanics	$ 1.50

COPY

238

CONFIRMING ORDERS — DECEMBER 15th, 1919

DEPARTMENT OF	NAME OF FIRM	DATE OF ACCOUNT	DATE OF ORDER	AMOUNT
Psychology	Warwick & York	Dec. 1,1919	Dec. 11,1919	$ 7.87
Athletics	A.S.Twycross	" 1,1919	" 12,1919	$250.00
Hygiene	A.H.Thomas Co.	Sept.19,1919)		
"	" " " "	Aug. 27,1919)	Oct. 24,1919	$164.08
"	Taylor Inst.Co.	Aug. 28,1919	" 24,1919	$ 14.56
"	Ingram & Bell	Oct. 1,1919)		
"	" " "	Sep. 17,1919)	" 24,1919	$ 59.27
"	" " "	Sep. 3,1919)		
"	J.F.Hartz Co.	Aug. 30,1919)		
"	"	Sep. 9,1919)	" 24,1919	$203.22
"	"	Sep. 27,1919)		
"	Gurney Foundry	Sep. 30,1919	" 24,1919	$ 7.20
"	T. Eaton Co.,	Oct. 24,1919	Nov. 12,1919	$ 22.00
"	Ingram & Bell	Oct. 15,1919)		
"	" " "	Oct. 6,1919)	Dec. 11,1919	$ 68.55
"	" " "	Oct. 31,1919)		
"	J.F.Hartz Co.	Oct. 31,1919	" 11,1919	$ 56.80
"	"	Sep. 30,1919)		
"	"	Oct. 15,1919)	" 11,1919	$273.05
"	"	Nov. 26,1919	" 11,1919	$ 21.00
Biochemistry	Lowe-Martin Co.	Nov. 25,1919		$ 1.98
Physiology	Lyman Bros. Ltd.			.25
"	Will Corporation			$ 15.00
Biology	The T. Eaton Co.	Oct. 8,1919	Oct. 10,1919	$ 17.50
Eng.Research	J.G.Ramsey Co.	Nov. 24,1919	Nov. 25,1919	$ 4.00
" "	A.Matthews Ltd.	Nov. 28,1919	Dec. 6,1919	$ 1.20
Min.Engineer.	Baines & Peckover	Nov. 22,1919	Nov. 25,1919	$ 2.50
" "	A.Matthews Ltd.	Nov. 1o,1919	Nov. 18,1919	$ 2.00
Chemistry	McKay School Eqt.	Oct. 2,1919	Oct. 6,1919	$150.00
"	Liquid Air Co.	Nov. 21,1919	Nov. 25,1919	$ 25.00
"	Ontario Rubber	Oct. 25,1919	Oct. 28,1919	$ 4.50
"	Ontario Cork Co.	Nov. 28,1919	Dec. 3,1919	$ 4.25
Physics	Ontario Rubber	Dec. 2,1919	Dec. 3,1919	$ 25.00
"	J. Millen & Sons	Dec. 3,1919	Dec. 8,1919	$ 14.40
Botany	Lyman Bros. Ltd.	Nov. 24,1919	Nov. 25,1919	$ 7.95
Forestry	Western For.	Nov. 26,1919	Dec. 8,1919	$ 2.19
Social Service	Telfer Mfg. Co.	Nov. 27,1919	Dec. 8,1919	$ 59.40
Pathology	Bausch and Lomb	Nov. 17,1919		$ 13.50
"	J. F. Hartz	Nov. 25,1919		$ 32.00
				$1,530.22

COPY

239a

February 17, 1920

The Chairman of the

Property Committee,

University of Toronto.

Dear Sir;

I beg to report confirming orders, for which there does not appear to be any justification, received at this office as under;-

Yours sincerely,

Superintendent.

Department of	Firm	Date of Order	Date of Account	Amount
Psychology	F.R.Lockhart	Jan.28,1920	Jan.22,1920	$16.10 ✓
Wom.Ath.	G.P.Freeland	Feb.12,1920	Jan.23,1920	$ 5.00 ✓
Association	" " "	" 12,1920	" 23,1920	$ 5.00 ✓
" "	" " "	" 12,1920	" 23,1920	$ 5.00 ✓
" "	" " "	" 12,1920	" 23,1920	$ 5.00 ✓
" "	" " "	" 12,1920	" 23,1920	$ 5.00 ✓
Medicine	Brown Bros.	Jan.16,1920	Jan.13,1920	$ 9.75
Biochemistry	Grand & Toy	Jan.21,1920	Jan.19,1920	$12.00 ✓
" "	J.F.Hartz Co.	Jan.30,1920	Jan.22,1920	$ 1.55 ✓
" "	" " "	Feb. 2,1920	Jan.28,1920	$ 8.20 ✓
Physiology	United Type.	Feb. 3,1920	Jan.26,1920	$ 1.00 ✓
App.Mech.	Ontario Rubber	Jan.28,1920	Jan.24,1920	$ 1.50 ✓
Eng.Research	McKay Eqt.Co.	Jan.16,1920	Dec. 3,1920	$ 2.50 ✓
Mineralogy	" " "	Jan.21,1920	Jan. 9,1920	$17.34
Physics	L'Air Liquide	Jan.19,1920	Jan.17,1920	$30.00 ✓
"	Dodge Mg.Co.	Jan.20,1920	Jan.21,1920	$ 7.10 ✓
"	Ontario Rubber	Jan.21 1920	Jan.20,1920	$ 2.00 ✓
"	J.G.Ramsey	Jan.26,1920	Jan.22,1920	$ 1.35 ✓
"	A.R.Williams	Feb. 9,1920	Jan.30,1920	$31.29 ✓
"	Pres.Pub.Office	" 9,1920	Jan.23,1920	$31.85 ✓
Path.Chem.	Brown Bros.	Jan.23,1920	Jan.14,1920	$ 3.75 ✓
Pathology	Library Bureau	" 29,1920	" 27,1920	$ 2.39 ✓
				$204.67

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March 9th, 1920

The Chairman of the

Property Committee,

University of Toronto.

Dear Sir;

I beg to report confirming orders, for which there does not appear to be any justification, received at this office as under;-

Yours sincerely,

Superintendent.

Department of	Firm	Date of Order	Date of Account	Amount
Athletics	Dunlop Rubber	Feb.18,1920	Feb.13,1920	$26.59
"	H.A.Wilson	Mar. 2,1920	Oct.31,1919	11.00
"	" " "	Mar. 2,1920	Dec.13,1919	8.00
Biology	Brown Bros.	Feb.21,1920	Feb.20,1920	4.20
Surveying	E.R.Watts Co.	Jan.21,1920	Jan.15,1920	$125.17
Min.Engin.	A.Matthews Ltd.	Feb.10,1920	Jan.23,1920	$ 7.50
Physics	Cambridge,Paul	Feb.20,1920	Dec.10,1919	£35-12-6
"	" " " "	Feb.16,1920	Dec.19,1919	£ 1-1-0
"	Consol.Optical	Feb.13,1920	Feb.13,1920	$ 4.35
Botany	J.F.Hartz Co.	Feb.25,1920	Feb. 6,1920	5.55
Dental Res.	Temple-Pattison	Mar. 4,1920	Feb. 26,1920	13.83
Pathology	Brown Bros.	Feb.13,1920	Feb.10,1920	7.95
"	J.F.Hartz Co.	Feb.25,1920	Feb.18,1920	6.16
Physics	Ontario Metal	Mar. 1,1920	Feb.17,1920	$23.98

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March 30th, 1920.

The Chairman of the

Property Committee,

University of Toronto.

Dear Sir:

I beg to report confirming orders, for which there does not appear to be any justification, received at this office, as under:-

Yours sincerely,

Superintendent.

ADL.ME.

DEPARTMENT OF	FIRM	DATE OF ORDER	DATE OF ACCOUNT	AMOUNT
Registrar	Office Spec.	Mar.15,1920	Feb.25,1920	$345.90
Psychology	A.R.Williams	Feb.25,1920	Feb.24,1920	$ 2.39
" "	Hdwe. Co.	Mar. 3,1920	Feb.19,1920	$ 2.35
Eng.Research	Can.Carbon.	Jan.23,1920	Jan.16,1920	$ 15.60
" "	Aikenhead Co.	Mar. 8,1920	Feb.25,1920	$ 4.75
" "	Tor.Welding	Mar.18,1920	Feb.10,1920	$ 1.75
Electrochemistry	Norton Alun.	Feb.26,1920	Feb.18,1920	$ 3.98
Physics	Cam.Scientific	Feb.16,1920	Dec.19,1919	$ 5.00
"	" "	Feb.20,1920	Dec.10,1919	$125.40
"	Adam Hilger	Feb.20,1920	Nov.10,1919	$271.20
"	Eimer & Amend	Mar.11,1920	Mar.10,1920	$100.00
"	Adam Hilger	Mar.11,1920	Sep.18,1919	$196.00
"	W.E.Pain & Co.	Mar.11,1920	Sep.12,1919	$100.50
"	Edison Swan	Mar.11,1920	Sep.25,1919	$300.00
"	Thermal Syhd.	Mar.11,1920	Oct.17,1919	$ 18.50
"	L'Air Liquide	Mar.22,1920	Mar.19,1920	$ 3.75
"	Johnson Matthey	Mar.11,1920	Sep.15,1919	$118.00
PatMology	Hartz, J.F.	Mar.10,1920	Feb.28,1920	$ 3.00

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April 12th, 1920.

The Chairman of the

Property Committee,

University of Toronto.

Dear Sir:

I beg to report confirming orders, for which there does not appear any justification, received at this office, as under:-

Yours sincerely,

Superintendent.

M.E.

DEPARTMENT OF	FIRM	DATE OF ORDER	DATE OF ACCOUNT	AMOUNT
Mechanics	C.S.L.Hertzberg	Mar.30,1920	Mar.26,1920	$10.00
Biochemistry	J.F.Hartz Co.,	" 30,1920	" 26,1920	$ 5.20
" "	J.F.Hartz Co.,	" 30,1920	" 22,1920	$ 3.25
" "	McKay Sch.Eqt.	" 30,1920	" 21,1920	$ 3.80
" "	Kehoe & Keogh	" 6,1920	" 3,1920	$16.56
" "	" "	" 10,1920	" 6,1920	$ 3.50
Zymology	Sparrow,Geo. Co.	" 23,1920	" 22,1920	$ 5.00
Medicine	G.M.Hendry Co.	" 18,1920	Feb.26,1920	$69.15
Physics	L'Air Liquide	Apr. 6,1920	Mar.19,1920	$30.00
"	Thermal Synd.	" 6,1920	" 23,1920	$113.35
"	Prof.McLennan	Mar.31,1920	Oct. 2,1919	$60.57
"	Thermal Synd.	" 29,1920	Feb. 4,1920	$175.00
"	Ontario Metal.	" 25,1920	Mar.23,1920	$34.73
"	Baines & David	" 25,1920	" 24,1920	$ 8.58
"	Aikenhead Hdwe.	" 11,1920	" 9,1920	$ 4.25

University of Toronto,
SUPERINTENDENT'S OFFICE.

MEMORANDUM FOR

May 1st. 19 20

Summary of Confirming Orders as per report of May 1st, 1920;-

Department of Physics	$56.38
Department of Botany	$31.60
Special Botamic Garden Fund	$ 2.00
Department of Pathology.	$22.44
	$112.42

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May 1st, 1920.

The Chairman of the

Property Committee,

University of Toronto.

Dear Sir;-

I beg to report confirming orders, for which there does not appear any justification, received at this office, as under;-

Yours sincerely,

Graham Laughton

Superintendent.

ADL.ME.

DEPARTMENT OF	FIRM	DATE OF ORDER	DATE OF ACCOUNT	AMOUNT
Physics	Cambridge & Paul	Apr.12,1920	Feb. 4,1920	$ 14.50
"	Aikenhead Hdwe.	Mar.31,1920	Mar.30,1920	$ 14.57
"	" "	"		$ 1.65
"	" "	"		$ 10.13
"	" "	"		$ 1.80
"	Lyman Bros. Ltd.	Apr. 7,1920	Apr. 7,1920	$ 1.47
"	Beardmore Belt.	Apr.12,1920	Mar.19,1920	$ 7.10
"	Dominion Carbonic	Apr.13,1920	Apr. 9,1920	$ 3.60
"	Ontario Rubber	Apr.13,1920	Apr.12,1920	$ 1.56
Botany	Office Spec.Mfg.	Apr.15,1920	Mar. 9,1920	$ 17.75
"	" "	"	Mar.18,1920	$ 11.25
"	Thos. J. Lane	Apr.12,1920	Mar.24,1920	$ 2.60
Spec.Bot.Fund	B. Cairns	Apr.10,1920	Mar.10,1920	$ 2.00
Pathology	Ingram and Bell	Mar.27,1920	Mar.26,1920	$ 8.00
"	" "	"		$ .50
"	J.F.Hartz Co.	Apr.10,1920	Apr. 3,1920	$ 9.50
"	" "	Apr.28,1920	Apr.17,1920	$ 4.44

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May 7th, 1920.

The Chairman of the

Property Committee,

University of Toronto.

Dear Sir:-

I beg to report confirming orders, for which there appears no justification, received at this office, as under.

Yours faithfully,

Graham Laurence

Superintendent.

DEPARTMENT	FIRM	DATE OF ACCOUNT	DATE OF ORDER	AMOUNT
Orientals	Upper Can.Tract Soc.	Apr.25,1920	May 3, 1920	$22.20
Physics	Cambridge & Paul	Mar.26, 1920	May 3, 1920	$ 3.75
Physics	W.G.Pye & Co.	Mar.24, 1920	May 3, 1920	$500.00
Education	Ryrie Bros.	Mar.22, 1920	Apr.27,1920	$190.75
Food Chem.	S.S.White Dental Co.	Apr. 7, 1920	Apr. 8,1920	$ 2.40
Dental Res.	Beaver Flint Glass	Apr.23, 1920	Apr.30,1920	$ 5.00

University of Toronto,
SUPERINTENDENT'S OFFICE,

MEMORANDUM FOR

May 7th 19 20

re attached letter.

SUMMARY OF CONFIRMING ORDERS REPORTED MAY 7TH, 1920

.....

Dept. of Orientals	$22.20
Dept. of Physics	$503.75
Education Dept.	$190.75
Food Chemistry Dept.	$ 2.40
Dental Research Dept.	$ 5.00
	$724.10

University of Toronto

PRESIDENT'S OFFICE

50 18

May 13th

~~March 15th~~, 1920

Dear Sir:

On October 30th, 1913, by ~~the authority~~ instruction of the Board of Governors I issued a circular to the heads of departments calling attention to the Bye-Laws under which the Superintendent has been working since his appointment. A Committee of the Board of Governors had considered whether after the experience of six years any modifications of these Bye-Laws should be made and the decision of the Board with regard to the ordering of supplies was to the following effect:

To avoid unnecessary delay in the procuring of supplies that are required because of an emergency the Bursar is instructed to give some greater latitude as to the amount allowed for any one purchase in the Petty Cash account.

The Board has considered the difficulty which arises in cases of bona fide emergency when it seems necessary for the head of the department to order the supply by telephone or messenger. The Superintendent is authorised to confirm such orders when satisfied that an emergency exists, but the Property Committee shall decide all questions which may arise respecting the meaning or carrying out of this regulation.

The Superintendent has informed the Board that the regulations with regard to the purchase of all apparatus and supplies through his office has recently been infringed by many members of the staff and that he has been asked to certify to confirming orders which could in no wise be regarded as due to ~~cases of~~ emergency. The Board desires that the regulation shall be adhered to and that these confirmatory orders shall be reduced to a minimum and confined to cases of bona fide emergencies.

Yours sincerely,

President.